



# Administrative Review Filing Checklist

INFORMATION	
<b>When:</b>	One week prior to hearing (Monthly every second & fourth Tuesday)
<b>Where:</b>	Town of Eastham Conservation Office 555 Old Orchard Road, Eastham, MA 02642
<b>Form:</b>	<a href="http://www.eastham-ma.gov">http://www.eastham-ma.gov</a> or Conservation Office
<b>Contact:</b>	Conservation Agent Shana Brogan
<b>Contact Phone:</b>	508-240-5971
<b>Contact Email:</b>	conservation@eastham-ma.gov

CHECKLIST		NOTES
<input type="checkbox"/>	One Copy of Administrative Review Form that includes:	
	<input type="checkbox"/> Description of project	
	<input type="checkbox"/> Distance of project from wetland (in feet)	
	<input type="checkbox"/> Type of tree or materials, if applicable	
	<input type="checkbox"/> Reason for removal- Dead/alive/disease	
	<input type="checkbox"/> Proposed mitigation plantings, amount and type. (see plant list)	
<input type="checkbox"/>	Flag or stake items/trees at property to be inspected	
<input type="checkbox"/>	Submit one copy of checklist form, filled in	
<input type="checkbox"/>	E-mail or print photos of trees or project area	
<input type="checkbox"/>	Street & house number visible at property location	
<input type="checkbox"/>	Check payable to Town of Eastham: \$15.00	

- An Administrative Review is filed for small projects such as: removal of one or two trees or shrubs, a small deck addition/expansion or replacing decking, light pruning and installation of an outdoor shower.
- The commission may require native plantings to be installed to mitigate for any impacts of the project.
- Administrative Review requests that are missing these basic items shall not be placed on the hearing agenda for which they are intended until the checklist is complete.

MAP:  
PARCEL:

# Eastham Conservation Commission

555 Old Orchard Road  
Eastham, MA 02642



508-240-5971

## ADMINISTRATIVE REVIEW APPLICATION

*To be filled out by Applicant and/or Representative*

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project Location: \_\_\_\_\_ Map/Parcel: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Town/State: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Representative (if any): \_\_\_\_\_ Rep. Phone: \_\_\_\_\_

Description of Project (please attach additional pages if needed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of Resource Area affected (eg, Pond, marsh): \_\_\_\_\_

\_\_\_\_\_

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### *To be filled out by Natural Resource Officer/Conservation Agent and signed by Eastham Conservation Commission*

Date of Site Visit: \_\_\_\_\_

Pictures Attached: YES / NO

- Distance between limit of work and Resource Area (in feet): \_\_\_\_\_
- Area of Buffer Zone being affected (in square feet): \_\_\_\_\_
- Is a work Limit established?: YES / NO

- ☐ No work is proposed in any Resource Area defined in WPA 310 CMR or Local Bylaws.
- ☐ No work is proposed within 100 feet of a Coastal Bank.
- ☐ Work is located between the 50' –100' Buffer Zone
- ☐ No work is proposed within 50 feet of ACEC.
- ☐ No work will adversely impact state-listed wildlife habitat.

- ☐ Proposed work is ordinary repair (but not substantial repair) on a single-family dwelling.
- ☐ Proposed work conducted that the site will not indirectly adversely impact a Resource Area.
- ☐ If an independent structure (i.e. shed) is being constructed, that structure shall have no foundation and be a maximum of 150 square feet.
- ☐ Title V work only

Reason for exemption of unchecked items: \_\_\_\_\_

\_\_\_\_\_

Permit Conditions: \_\_\_\_\_

\_\_\_\_\_

### *To be filled out by Natural Resource Officer/Conservation Agent and signed by Eastham Conservation Commission*

- ☐ It is to my understanding and in my professional opinion that the said work to be conducted in the previously described area will not adversely impact the resource area nor will not violate Department of Environmental Protection: 310 CMR 10.00 – 10.99 or the Eastham Wetland Bylaws, section 1 thru section 12, revised 1999.
- ☐ Despite the fact that this project qualifies for Administrative Review, it is my professional opinion that the proposed project will remove, fill, dredge, build upon, degrade, or otherwise alter an area subject to protection under the bylaw, and therefore require the filing of a Request for determination of Applicability or Permit Application.

\_\_\_\_\_  
Natural Resource Officer Signature

\_\_\_\_\_  
Signature of Chairman of Conservation  
Commission ratified on: \_\_\_\_/\_\_\_\_/\_\_\_\_

**THIS ADMINISTRATIVE REVIEW PERMIT IS VALID FOR ONE YEAR FROM DATE RATIFIED**